

## Request for Certified Copies of Documents

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### For Assistance

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If you have questions, please call one of the following numbers:

Phoenix	(602) 255-3381
From area codes 520 & 928 toll-free	(800) 352-4090
Form orders	(602) 542-4260
Forms by Fax	(602) 542-3756
Recorded Tax Information	
Phoenix	(602) 542-1991
From area codes 520 & 928 toll-free	(800) 845-8192
Hearing impaired TDD user	
Phoenix	(602) 542-4021
From area codes 520 & 928 toll-free	(800) 397-0256

You may also visit our web site at:

**[www.azdor.gov](http://www.azdor.gov)**

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### Instructions

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If requesting a document and you are not the taxpayer, you must provide a Power of Attorney signed by the taxpayer. The department will not process such requests without a Power of Attorney.

1. When requesting an individual income tax document, fill in the taxpayer's full name as shown on the original document. If married, put the spouse's name on line B.

When requesting transaction privilege, withholding, or corporate income tax documents, fill in the name of the business as shown on the original document.

2. When requesting an individual income tax document, fill in the taxpayer's social security number as shown on the original document. If married, put the spouse's social security number on line B.

When requesting transaction privilege, withholding, or corporate income tax documents, fill in your state license number or federal employer identification number as shown on the original document.

3. When requesting individual income or corporate income tax documents, fill in the year needed and the date the taxpayer filed the document.

When requesting transaction privilege or withholding tax documents, fill in the period covered and the date the taxpayer filed the document.

4. Check the tax type being requested.
5. Fill in your current address. (When requesting transaction privilege, withholding, or corporate income tax documents, fill in the business address.)
6. If different from your current address, enter the address to which the department should mail the copies. (If same as current address, disregard.)
7. Sign and date your request. The department will not process your request if you do not sign this form. If you are requesting a transaction privilege, withholding, or corporate income tax document, please fill in your title. The department will not process your request if you do not indicate your title.